SETTING UP VENDOR RECORDS (AP-ADM-2)

FEBRUARY 1999

VERSION (2.0)

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SETTING UP VENDOR RECORDS

OVERVIEW

Districts must create a vendor record for health insurance vendors, the flexible spending vendor, and other vendors that receive payment for goods or services rendered. The vendor record is an integral part of Purchase Order and Accounts Payable processing, Payroll processing, and the Health Insurance system.
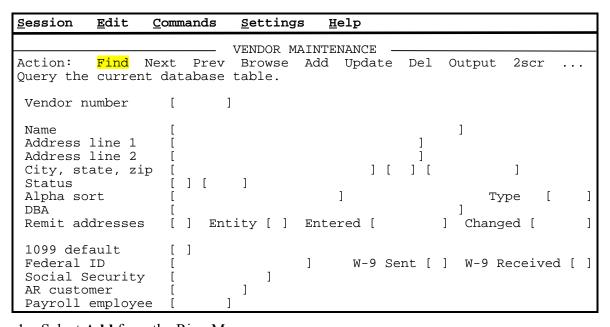
Below are instructions for adding new vendor records and for merging an existing vendor record into a new record. The merge feature is useful for file clean-up when the same vendor is on file under different vendor numbers. When a record is merged, the vendor number is changed on all detail history throughout MUNIS, thus maintaining data integrity.

ADDING NEW VENDOR RECORDS

To Add New Vendors, Select:

A) FINANCIALS

    D) Accounts Payable Menu

        D) Vendor Maint/Reports Menu

            A) Vendor Maintenance

The following screen is displayed:

```
 Session    Edit    Commands    Settings    Help

 ─────────────────────── VENDOR MAINTENANCE ───────────────
 Action:   Find   Next   Prev   Browse   Add   Update   Del   Output   2scr   ...
 Query the current database table.

  Vendor number      [        ]

  Name               [                              ]
  Address line 1     [                         ]
  Address line 2     [                         ]
  City, state, zip   [                    ] [   ] [          ]
  Status             [ ] [     ]
  Alpha sort         [                      ]              Type   [    ]
  DBA                [                         ]
  Remit addresses    [ ]  Entity [ ]  Entered [       ]  Changed [      ]

  1099 default       [ ]
  Federal ID         [                ]    W-9 Sent [ ]  W-9 Received [ ]
  Social Security    [           ]
  AR customer        [          ]
  Payroll employee   [        ]
```

1. Select **Add** from the Ring Menu.

2. Enter the **Vendor number** to be used or press <**CTRL**><**G**> to auto-assign the number. For the Flexible Spending Plan Vendor, use the number assigned by the Division of Finance.

> **NOTE:** *These vendor numbers will be needed when entering master deduction records and when entering information into the MUNIS Health Insurance System.*

3. Enter the **Carrier Name**, **Address**, (**A**)ctive for **Status**, and any additional information desired on screens 1 and 2.

4. Press **ESC** to add the record.

5. Repeat this procedure until all needed vendor records have been added.
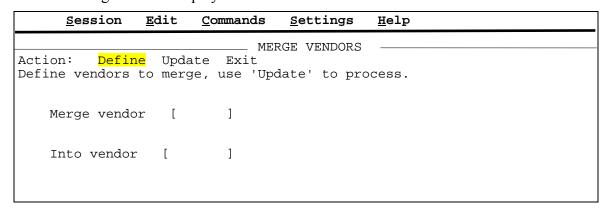
MERGING VENDOR RECORDS

A vendor record into which to merge an existing vendor record must first be identified. This may require identifying the duplicate record(s) or adding a new record, depending upon the problem being addressed. After the record to be merged into is identified, follow instructions below for merging.

To Merge Existing Vendor Records into the New Vendor Record, Select:

A) FINANCIALS

    D) Accounts Payable

        D) Vendor Maint/Reports Menu

            D) Vendor Merge

The following screen is displayed:

```
    Session    Edit    Commands    Settings    Help

                          MERGE VENDORS
Action:    Define   Update   Exit
Define vendors to merge, use 'Update' to process.


   Merge vendor    [        ]


   Into vendor    [        ]


```

1. Select **Define** from the Ring Menu.

2. Enter **the vendor number of the record to be merged** in the **Merge Vendor** field.

3. Enter the **vendor number into which the existing vendor information will be transferred** in the **Into Vendor** field.

4. Press **ESC** to save the information.

5. Select **Update** to update and merge the vendors.

6. Enter **Y** at the prompt to complete the process. The Merge vendor number will be deleted and all the history information will appear under the new vendor number.